

Financial Specialist
Educational Communications Board

Position Summary

Under close progressing to general supervision of the Financial Management Supervisor, this position is responsible for daily processing of ECB's payables within the State's Accounting system (STAR). This individual also provides procurement support for all divisions of the agency by entering coded requisitions into STAR and ensuring proper dispatch and documentation of purchase orders. The financial specialist documents deposits made to the Wisconsin Public Broadcasting Foundation (WPBF) and tracks checks received by the agency; manages staff expense reports; and provides general office support as needed within agency administration.

Goals and Worker Activities

40% A. Process payables transactions for the ECB

- A1. Using STAR templates and invoices, create routine payables transactions such as utility and phone bills in STAR.
- A2. Using approved invoices and coded purchase orders, create payables transactions for encumbered funds in STAR.
- A3. From approved and coded invoices, create non-routine payables transactions in STAR.
- A4. Track approvals of payables transactions and verify payments
- A5. Maintain adequate documentation of transactions according to records retention policies.
- A6. Track various data for all agency sites, such as phone charges and utility usage, and distribute information to selected ECB staff on a monthly basis.
- A7. Serve as agency point of contact for payables and payment status.

15% B. Support Purchasing / Procurement efforts at ECB

- B1. Using coded and approved templates, enter purchasing requisitions into STAR.
- B2. Track approval status of requisitions, and dispatch and distribute purchase orders.
- B3. Track status of suppliers in STAR, process new suppliers in STAR, create and send welcome packets to new suppliers.

B4. File procurement documents as necessary.

B5. Serve as a back-up for uploading p-card documents into STAR, as necessary.

15% C. Participate in the Receivables process

C1. Track payments received by ECB according to agency internal control plan.

C2. Track status of customers in STAR, process new customer forms, and create and send welcome packets to new customers.

C3. Download bank deposit information for WPBF, track deposits, allocate between the ECB TV and Radio Networks, and distribute deposit information to selected ECB and Wisconsin Public Media staff.

10% D. Process Expense Reimbursement Transactions for Agency Staff

D1. Using coded forms, create expense reports according to travel policies.

D2. Track approval of expense reports and notify appropriate staff of status.

D3. Provide guidance to ECB staff on questions related to travel and expense reports.

10% E. Serve as a member of the ECB Administrative Team

E1. Stay up-to-date professionally through both selected and assigned training opportunities.

E2. Serve as an agency resource in all areas of finance and business processes within job scope.

E3. Maintain working relationship with Wisconsin Public Media partners.

E4. Assist in maintaining ECB and WPBF financial systems by keeping up-to-date with compliance requirements and searching for and suggesting continuous process improvement ideas.

E5. Represent ECB at various STAR, DOA, and partnership functions such as STAR user groups, and partnership fundraising functions.

E6. Assist in preparing documentation for ECB's annual financial statement audit.

10% F. Provide General Assistance to the Finance Director and other ECB management

F1. Run ad hoc queries; prepare spreadsheets or other documents for Finance Director or distribution to agency management.

F2. Provide ad hoc administrative support to the ECB finance team.

F3. Other duties as assigned.

Knowledge, Skills, and Abilities

1. Excellent organizational skills and attention to detail.
2. Knowledge encompassing basic proficiency in Microsoft Office products.
3. Ability to take and follow directions.
4. Ability to follow procedures, policies, and other compliance requirements.
5. Experience with STAR/PeopleSoft or other accounting systems.
6. Experience or education with basic financial transactions including payables and receivables.
7. Excellent customer service skills.